

February 23, 2021

Dr. JOEL Q. MABALHIN

Department Head

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Mabalhin:

Greetings!

Hope you will consider me as an applicant in your good office. I am interested to be part of the Educators' Department in achieving the mission and vision of the department as well as the university. Hope you will give me a chance.

I am Erna Mae Viscara Alajas, 21 years old, residing at Paril, Mahaplag, Leyte, Philippines. I am a graduate of Bachelor of Secondary Education – Filipino major. I have two semesters of teaching experience at Southern Leyte State University – Tomas Oppus campus. A semester teaching experience at Visayas State University – main campus.

Enclosed is my resume for your perusal and further information. Thank you very much and I shall be pleased to see you for an interview at your most convenient time. I could be reached through my mobile number 09367390501, ernaalajas@gmail.com or erna.alajas@vsu.edu.ph.

Let me thank you most sincerely for the favorable action that you will grant to this request.

Very truly yours,


ERNA MAE VISCARA ALAJAS
Applicant